

Wintergreen Fire and Rescue
Employee Time Log

Employee Name:

Month and Year

Date	Time In	Time Out	Overtime	Sick Time	Vacation	Reason
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Total Overtime: _____

Total Sick Time: _____

Total Vacation Time: _____

Signature